

23 January 1952

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**EXPLANATORY NOTES
to
STAFFING ESTIMATE
for period ending 30 June 1953**

1. The Problem.

To estimate the probable growth in the number of employees on duty between the present time and 30 June 1953 based upon the presently authorized staff of recruitment officers.

2. Assumptions.

a. That the effective force of PPD recruitment officers will grow to [] by June 1952. Even though a force of [] recruitment officers has been authorized, attrition and special details are expected to limit the productive force to []

b. That an average production rate of 10 placements per man per month can be anticipated. This average figure was arrived at by taking into consideration the average production per man for the past four months. It was recognized that while the force of recruitment officers may be expected to become more efficient, the types of jobs to be filled in the coming months will fall largely in specialized categories.

c. That the production rate of security initiations from sources other than the PPD effort (such as mail-ins, those recruited by an operating branch for assignment to that branch, etc.) will average 300 per month. This average is based generally on experience for the past four months.

d. That a 1/3 loss may be expected on cases entering security due to declinations and rejects.

e. That a loss of 1% per month may be expected due to attrition.

f. That security clearances will require four months.

3. Results.

The attached chart reflects the staffing estimate for the period ending 30 June 1953.

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